

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 17, 2019



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**Town Administrator:** This past week's activities included: A meeting with the Heritage Committee Chair and Facility Team Leader on preservation repairs and cleaning to the Taylor house, prepared for and facilitated the monthly Department Head meeting, met with department heads on numerous topics, met with Select Board members and Tom Sawyer on Town IT systems, met with the HR Manager on personnel matters, continued review of personnel performance evaluations, prepared for and attended the hazard mitigation plan update committee meeting, participated in a panel discussion on community needs at the Lakes Region meeting of NH Charitable Trust. This coming week's activities include: Continue review of personnel performance evaluations, review of Town Counsel's comments on proposed personnel policy handbook update, continue work on CIPC information request, attend the regional Select Boards meeting, meet with HR manager on wage survey and personnel policy handbook update and changes, and attend the NH Municipal Managers Conference. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** The contract assessor, Whitney Consulting Group (WCG) continues working in the field. WCG is measure and listing building permits, picking up new construction and properties that sold since April 1, 2017. If property owners have any questions or concerns regarding this process, please contact the Assessing Office or the Police Department. The Assessing office hours are Monday - Friday 7:30 a.m. - 4 p.m., 476-2347. Alison Rush, Assessing Technician received her DRA-certification as measure and lister. She will be working in the field the next few weeks measure and listing building permits. We continue to data enter sketches and are verifying data in the new Avitar CAMA system.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The Highway team began the week finalizing the drainage at Kraine Meadow Park to prepare for the foundation to be done. J. Latulippe attended Lines, Levels & Layouts class with UNH T2. Primex held a back injury prevention meeting at the Highway Garage. The week ended filling pot-holes on both gravel and paved roads throughout Town.

**Facilities & Grounds:** Last week the F&G crew continues to mow and trim Town properties and cemeteries. We dumped the milfoil trailer twice. The beaches were raked and trimmed. The heating contractor continues to install the boilers at the PSB.

**Fleet:** TRK15 2009 F550 - replaced steering damper and track bar and replaced track bar ball joint; TRK10 2008 Peterbilt - recharged a/c system; TRK9 2014 Kenworth - recharged a/c system; EQ14 2015 Cat 926M - loader rotated bucket cutting edge; EQ39 2018 Volvo excavator - check for coolant issue; TRK6 2018 Western Star - repaired air leaks at air tanks; TRK9 2014 Kenworth - adjusted brakes and lubed chassis; TRK10 2008 Peterbilt - repaired air leak at l.r. air chamber, drain and refill rear axle; 15-R-1 2012 HME Firetruck - diagnose battery issue, replaced passenger side batteries. Performed

administrative duties. Cleaned shop. Attended a back injury prevention training and fire safety inspection.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle, 6 containers of construction and demolition, and 1 container of mixed scrap metal. Staff is burning brush as needed and maintaining the leaf and yard waste area. The car counts are: Monday 376, Tuesday 207, Friday 416, Saturday 260 and Sunday 260.

**Moultonborough Police Department:** The Police Department recorded 261 log entries, which included the following calls for service, 18 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 5 complaints, 4 MV Accidents, 2 MV Complaints, 5 residential alarms, 2 commercial alarms and 4 K-9 complaints.

**Training:** 6/10-6/12 Sgt. Boucher attended firearms training at the Police Academy. 6/10-6/14 Officer Cortese and Officer Singletary attended the Police Academy

**Moultonborough Fire Rescue:** For the period of 06/07/19 to 06/13/19, there were 15 calls for service: 9 – EMS incidents; 2 – Motor vehicle accident with injuries; 1 – Assist the physically disabled; 1 – Malicious false alarm; 1 – Alarm system activation due to malfunction; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 314. Automatic Aid: Received once from Center Harbor and once from Tuftonboro. Mutual Aid: None. Overlapping Incidents: There were two instances where two incidents were occurring concurrently.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	4 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	10:21 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:39 mins/sec.
	Average Night & Weekend response time	12:08 min/sec.

**Operations:** 6/7 – 6/9 Firefighter/EMT's Marsh and Wakefield attended classes at the National Fire Academy in Maryland as part of the Three State Weekend for VT/NH/AL. The Firefighters took a class on Fire Investigation for First Responders. 6/11 - Chief Bengtson attended the Department Head staff meeting with the Town Administrator. 6/12 - Chief Bengtson and FF. Brown conducted a life safety code inspection at youth camp on Moultonboro Neck. 6/12 - Department members received factory training on the new self-contained breathing apparatus.

**Land Use Department:** Attended Department Head Meeting; Prepared for and attended meeting of Land Use Task Group. Major business item was review of land parcels with development potential located within the NH Route 25 corridor; Contacted LRPC concerning development of topo layer in GIS system; Prepared for and attended Planning Board meeting. Major business items were Site Plan Review for Wild Meadow Paddle Sports' path to lake for canoe/kayak rentals and Show Case Events' for storage of events-related properties; Prepared for and participated in conference call to Town Attorney re RSA 91-A compliance and re neighbor's complaint concerning Camp Quinebargue disposal of tree stumps and excavated materials along Coe Point Road; Participated in Land Use Department Staff Meeting; Attended the Hazards Mitigation Committee meeting.

**Recreation Department:** This past Saturday, June 15, our team competed in the district meet in Rochester at Spaulding High School. Qualifiers at the district meet will move on to the State meet at Winnisquam High School on June 28. The registration deadline for summer day camp was this past

Wednesday, June 12. Our numbers are strong this year! Staff training for our summer staff (counselors and waterfront) starts this week, Wed. June 19. We will be holding over 15 hours of training for our counselor and 8 for our waterfront (waterfront trains every week for an hour to keep up on guarding skills throughout the season). Camps start next week, along with swimming lessons and tennis lessons. For the first time ever, camping in the field at Castle in the Clouds is happening! MRD is offering a Family Camp Out in collaboration with Castle in the Clouds and Lakes Region Conservation Trust. The event is on the summer solstice, June 21 – 22. There are various activities planned for participants which include structured games, lawn games, a guided hike, songs by the campfire, age appropriate ghost stories, star gazing, and lots more. “Cones in the Clouds” will stay open late for dinner and ice cream. Registrations have been closed and we are SOLD OUT! There is a wait list being taken.

**Important Dates to Remember**

**Regional Selectboard Meeting, June 18, 2019, June 18, 2019, 6:30 PM**

**Board of Selectmen’s Meeting, June 20, 2019, 7 PM**

**Board of Selectmen’s Work Session, June 27, 2019, 4 PM**

**\*Department Head Meeting, July 2, 2019, 9 AM\***